

Training & Information

16. For the “Quantity Invoiced” type the total number of items.
17. Enter Unit. Examples: HR = hours, LO = Lots, EA = each For additional Units of Measure, please refer to the “Units of Measure Table” on the Lookup menu.
18. Enter the unit price.
19. Complete the description for the line item.
20. Complete the ACRN tab if there are more than one ACRN per line item.
21. Click the “Save CLIN/SLIN” button. If there are additional line items to add, click the “Add” link to add another item. Repeat these steps for each additional line item.

Attachments Tab

22. Click the “Attachments” tab to attach the cumulative cost worksheet. Click on the “Browse” button and select the file you wish to attach. Click on the “Open” button.

Note: The file name cannot contain spaces or special characters other than underscores (_).

23. Click “Upload”. The attached file name will appear below. Multiple attachments may be associated with a document, with the file size of EACH attachment not exceeding 2MB.

WAWF Production Site

<https://wawf.eb.mil>

WAWF Practice Site

<https://wawftraining.eb.mil>

MyInvoice Site

<https://myinvoice.csd.disa.mil/>

For questions concerning DTRA WAWF issues:

wawfhelp@dtra.mil



W A W F Quick Reference

Creating a Cost Voucher

(Cost Reimbursable contracts only)

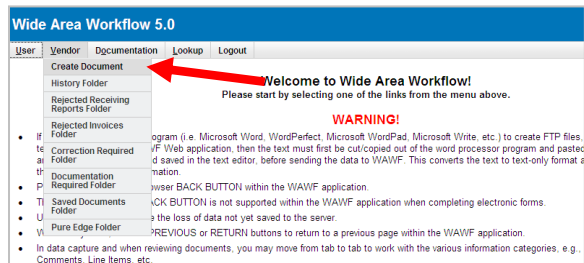


Defense Threat Reduction Agency

Creating a Cost Voucher

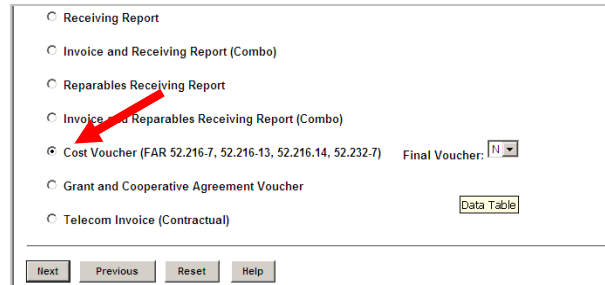
Getting Started

1. Go to the WAWF site: <https://wawf.eb.mil>
2. Click on the “Accept” button after reading the system notices.
3. Enter your User ID and Password to login.
4. From the top menu, select Vendor > Create Document.



5. Select the CAGE/DUNS on the contract from the drop down box.
6. Leave Contract Number Type blank unless it is a grant or GSA schedule.
7. Enter contract number and if applicable, delivery order number and click “Next.”
8. (If applicable) Enter GSA number Reference Procurement Identifier e.g. GS25F0023F
9. Verify or enter the Pay Official DoDAAC and click “Next.”
10. Click on the radio button for “Cost Voucher”. For Final Cost Vouchers select “Final” from the drop-down box. Click “Next.”

Note: Checking the “Template” option allows you to copy from a previous invoice for the same contract.



Routing Information

11. Complete the mandatory fields (designated by an asterisk) for the following roles:
 - Issue DoDAAC
 - Admin DoDAAC
 - DCAA Auditor DoDAAC
 - Service Approver DoDAAC

Note: Routing Codes are in the first page of the contract. For DCAA DoDAAC, use Audit Office Locator in <http://www.dcaa.mil/>. Select CONUS or OCONUS from the left hand menu.



Note: For contracts administered by the Office of Naval Research (ONR), enter the same ONR

DoDAAC in the DCAA Auditor and Service Approver fields.

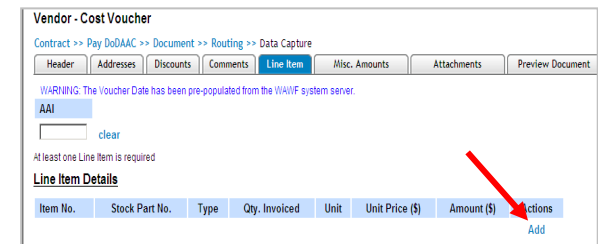
Header Tab

12. Type voucher number and date.

Note: For MOCAS payments, the voucher number begins with BVN, followed by 4 numbers. (e.g., BVN0001) Final CVs must have a “Z” at the end of the voucher number. (e.g. BVN0031Z) You can not have the letters “i” or “O” as the fourth character.

Line Item Tab

13. Click the “Line Item” tab at the top of the page. Under “Line Item Details” heading, click Add under “Actions” to add a line item.



14. Type the item number (e.g. 0001, 0001AA). Item number must match the contract line item number (CLIN) in the contract. (CLINs can be found in Section B of contract)
15. Type the stock part number, and select the type from the “Type” drop down menu. (If there is no stock part number, type “NONE” and choose “VP” from the Type drop down menu.)